



City of Albuquerque Event Permitting Process

The City of Albuquerque Event Permitting Process has been designed to offer information about activities that affect the right of way or the City's ability to provide emergency services to the public.

An event requires the approval and/or additional permits of City departments before it can take place. It is up to the applicant to conform to the current laws and requirements, and assure that the event has all the necessary permits and remains in compliance throughout the entire event. Failure to comply with the requirements suggested by the City departments can result in a shut down of the event with possible legal ramifications. In certain cases, an *Event Bond* and/or insurance may be included with the *Event Permit* when required by the Community Events Committee.

Permit Process:

- 1. Fill out the application on page 2.**
- 2. Sign the declaration section on page 11.**
- 3. Attach a list of signatures, addresses, and phone numbers of surrounding businesses and/or residents if your event will result in a street closure. (page 11)**
- 4. Attach a sketch of event site or route.**
- 5. Call the Community Events Division at 768-3555 to be scheduled to have your application reviewed at the bi-monthly Community Events Committee Meeting.**
- 6. If you are unable to attend the meeting, you may take the application to each required department for signatures. It is recommended that you call each department prior to submitting a permit application.**
- 7. All applications, when approved by the Community Events Committee (with *Event Bond* and insurance if necessary), must be turned into the Albuquerque Police Department, Chief's Overtime Office at 400 Roma NW, 3rd floor or by calling 768-2380 for more information.**
- 8. This application, once completely signed by all that apply to your event, becomes the *Event Permit*.**

Note: Additional permits may be needed and a fee(s) including an *Event Bond* may be required. A copy of the application is retained by the Community Events Division to respond to public inquiries. The applicant shall retain the original signed permit at all times on-site during the event.



DATE REVIEWED

City of Albuquerque Parade & Event Application



PART I. EVENT INFORMATION

Revised 10/13/03

Name of Event

☐ One Day ☐ Multiple Day Event ☐ Consecutive Days ☐ Non Consecutive Days

Date(s) of Event

Day (ex. Friday)

Date (M/D/Y)

Time of Event

Start (ex. set –up time)

End (ex. take down)

Location/Route

Attach a map for a Route

Event Sponsor

☐ Individual ☐ Organization

Contact

*Responsible for conduct
of activity*

Phone Number

Voice

Mobile/Pager

Fax

Mailing Address

Street or P.O. Box

City

State

Zip Code

This event is:

☐ Public ☐ Private ☐ Outdoor

Approximate number of persons expected to attend _____

→ **Map**

Attach a map of the **event route** for races, parade and/or walks.

→ **Site Plan**

Draw a **site plan** of the event. (ex. parking, staging, tents, liquid waste, etc.)

→ **Signatures**

Attach a list of **signatures, addresses, and phone numbers** if the proposed event will affect residents and/or businesses due to the street closure.

PART II. EVENT CHECK LIST

Check the box that pertains to your event.				
<input type="checkbox"/>	Bike or Foot Race Block Party Parade, Run, or March Usage of streets or sidewalks	Public Works Department	924-3400	Blockage of streets or sidewalks requires a barricading plan. A barricade permit will be issued and a minimal fee required.
<input type="checkbox"/>	Civic Plaza Usage	Community Events Division	768-3522	A rental fee and/ or damage deposit is required in most cases.
<input type="checkbox"/>	Bike Trails	Open Space Division	873-6620	Areas include but are not limited to the Rio Grande Bosque, Elena Gallegos, Montessa Park, and other foothill area trails.
<input type="checkbox"/>	Central/Downtown Usage	Downtown Action Team	243-2230	Closing or blocking portions of Central Ave. requires a letter of approval from the C.A.O. Chief Administrative Officer and the Downtown Action Team.
<input type="checkbox"/>	Bonfire/ Fireworks	Albuquerque Fire Department	764-6300	
<input type="checkbox"/>	City Park/ Balloon Fiesta Park Usage	Park Management Department	768-5306	Events at Balloon Fiesta Park or in public parks require a Park Use Permit obtained from Park Management.
<input type="checkbox"/>	State Highway Usage	State Highway Dept./ Public Works Department	841-2700	Contact the City of Albuquerque traffic engineer for information regarding State owned roadways. Additional permits may be required. State Highway signature is required.
<input type="checkbox"/>	Old Town Area Usage	Park Management/Old Town Merchants	768-5306/ 345-4051	Approval must be obtained before the permit is granted.
<input type="checkbox"/>	Nob Hill Area Usage	Nob Hill Association	256-0402	Approval must be obtained before the permit is granted.
<input type="checkbox"/>	Country Club Area Usage	Hunning Castle Association	843-8780	Only one event is permitted in the Country Club area.
<input type="checkbox"/>	Renaissance Area	Jim Trump Build NM Association	872-1662	Closing or blocking any portion of Alexander Blvd., Renaissance Blvd./Pl., Mercantile Ave., Century Dr., Pacific Rd. or Commerce Dr. requires approval from the North Renaissance Property Association.
<input type="checkbox"/>	Film Shoot	Albuquerque Film Office	768-3283	Please see requirements for film production/shooting in Albuquerque on page 11 of this permit.

PART III. INFORMATION CHECK LIST

**City Department or Division phone numbers and addresses are within permit.*

	This event will include	You may need	Information that should help
<input type="checkbox"/>	Alcohol Dispensing	Special Dispenser's Permit	Applications are available at the Mayor's Office, City Treasury, Fire Marshal's Office and Police Substations (See Substation list on page 10 of this application).
<input type="checkbox"/>	Barricades	Barricade Permit	The applicant must hire a private licensed barricade company when barricades are necessary. Barricading permits can be obtained in the Public Works Office.
<input type="checkbox"/>	Dust	Dust Control & Dust Control Permit	When using dirt lot or field a dust permit is required. Call the Environmental Health Department, Air Quality Division, to process permit.
<input type="checkbox"/>	First Aid Station	Emergency Medical Standby Team	See "Ambulance Services" in the telephone directory or contact the City of Albuquerque Fire Department.
<input type="checkbox"/>	Food <input type="checkbox"/> On site preparation	Environmental Health Permit(s)/ Fire Department	The Environmental Health Department issues Temporary Food Event Permits on a walk-in basis. M-F 8am-4pm. Menu submittal is required. The Albuquerque Fire Marshal's Office may require additional information.
<input type="checkbox"/>	Community Event Organizer's Permit		
<input type="checkbox"/>	Temporary Food/Beverage Establishment Permit		
<input type="checkbox"/>	Hot Air Balloon(s)	Liability Insurance & Compliance with FAA regulations.	Contact the FAA for flight regulations and the Construction Coordinator with Public Works if on public right of way.
<input type="checkbox"/>	<i>Tethered #</i> _____		
<input type="checkbox"/>	Motor Vehicles	Describe the type of vehicles (i.e. 18 wheel tractor-trailers, classic cars, floats, go carts, bicycles, etc.)	This information is primarily for emergency access purposes.
<input type="checkbox"/>	<i>Moving #</i> _____		
<input type="checkbox"/>	<i>Stationary #</i> _____		
<input type="checkbox"/>	Musical Performance	Noise Permit	Noise Permits are required and issued by the Environmental Health Department for music and/or loud noise that exceeds City Ordinance.
<input type="checkbox"/>	Parking Considerations	Public Parking/ Bagged Meters	Special Parking arrangements should be made with the Parking Division if the event affects meters or a City operated parking facility.

INFORMATION CHECK LIST *continued*

<input type="checkbox"/>	Pyrotechnics	Fire Marshal's approval required.	Contact the Fire Marshal's Office for specific regulations. See Department list.
<input type="checkbox"/>	Street Closure	Emergency Access Lane	An Emergency Access Lane 13' wide at any given point is required if a street is closed. Contact the Fire Marshal's Office for specific information.
<input type="checkbox"/>	Tents	Tent Permit	Tent permits are issued by the Zoning Department and the Fire Marshal's Office.
<input type="checkbox"/>	Trash	Solid Waste Removal	Private clean up services are available.
<input type="checkbox"/>	Vending (For Profit) Includes food, novelties, crafts, any items being sold for profit.	Business Registration	<u>All</u> vendors at events are required to obtain a Business Registration from the City's Treasury Division. Non-profit vendors are exempt. Applications can be obtained at the Treasury Office M-F 8:00am – 5:00pm, or call 505-768-3463.

PART IV. DEPARTMENT SIGNATURES

All required signatures, according to your event, must be obtained to become a permit.

Public Works Department (505) 924-3400

Plaza del Sol, 600 2nd Street NW
4th Floor, Suite 400
Albuquerque, NM 87102

Construction Coordinator Date

☐ Approved ☐ Denied

Barricade Permit: ☐ N/A ☐ Required

Permit Fee \$

Comments: _____

Transit Department (505) 724-3126

ABQ. Ride
Alvarado Transportation Center
100 1st Street SW, 2nd Floor
Albuquerque, NM 87102

ABQ. Ride Operations Supervisor Date

☐ Approved ☐ Denied

Comments: _____

Parking Division (505) 724-3150

Alvarado Transportation Center
100 1st Street SW, 2nd Floor
Albuquerque, NM 87102

Parking Operations Supervisor Date

☐ Approved ☐ Denied

Comments: _____

State Highway Department (505) 841-2700

7500 Frontage Road NE
Albuquerque, NM 87124

State Highway Representative Date

☐ Approved ☐ Denied

This portion must be approved and signed by the State Highway Department if the activity will be on Tramway Blvd., Coors, Paseo Del Norte, Interstates, frontage roads and other State owned roads.

Comments: _____

Office of Neighborhood Coordination (505) 924-3914

Plaza del Sol, 600 2nd Street NW
Basement, Suite 120
Albuquerque, NM 87102

ONC Representative

Date

☐ Approved ☐ Denied

Comments: _____

*Neighborhood Association /Other

Contact *The Office of Neighborhood Coordination* for Neighborhood Associations.

Representative

Date

Name of Association

☐ Approved ☐ Denied

Comments: _____

*** Attach a flier or letter of notification to the association regarding your event.**

Bike Trails/Open Space

(505) 873-6620

3615 Los Picaros Rd. SE
Albuquerque, NM 87105

Open Space Representative

Date

☐ Approved ☐ Denied

Comments: _____

Park Management

(505) 768-5306

1801 4th St. NW, Building A
Albuquerque, NM 87102

Activities Coordinator

Date

☐ Approved ☐ Denied

Comments: _____

Zoning Enforcement Office**(505) 924-3842**

Plaza del Sol, 600 2nd Street NW
7th Floor, Suite 720
Albuquerque, NM 87102

Zoning Inspector_____
Date☐ Approved ☐ Denied

<i>Does the zone allow the event?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>Sign Permit</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Public Dance Permit</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>Tent Permit required</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Circus/ Carnival Zone Code</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>Special Exception</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments: _____

Double Eagle Airport/ Paseo de Volcan**(505) 842-7029**

Albuquerque International Airport
P.O. Box 9022
Albuquerque, NM 87119

Double Eagle Director_____
Date☐ Approved ☐ Denied

*MUST BE APPROVED AND SIGNED BY THE DIRECTOR OF THE DOUBLE EAGLE AIRPORT IF
THE EVENT WILL BE ON PASEO DE VOLCAN.*

Comments: _____

Community Events Division**(505) 768-3555**

400 Marquette NW
6th floor, Room 605
Albuquerque, NM 87102

Community Events Representative Date☐ Approved ☐ Denied

Civic Plaza Usage ☐ Approved ☐ Denied

Civic Plaza Representative Date

Comments: _____

Fire Marshal's Office**(505) 764-6300**724 Silver SW
Albuquerque, NM 87102

Fire Marshal's Office

Date

☐ Approved☐ Denied*Emergency Access Lane*☐ N/A☐ Required*Fire Hydrant Access*☐ N/A☐ Required*Special Cooking Arrangements*☐ N/A☐ Required*Fire Extinguisher(s) needed*☐ Yes☐ No Type _____*Standby Emergency Team needed*☐ Yes☐ No☐ Rescue☐ Pumper*Special Considerations*☐ Elderly☐ HandicapComments: _____

_____**Environmental Health Department****(505) 768-2600**400 Marquette NW
3rd floor, Room 3023
Albuquerque, NM 87102

Environmental Health Representative/Food

Date

☐ Approved☐ Denied*Special Dispenser's Permit(s)*☐ N/A☐ Required☐ Issued☐ Denied*Temporary Food Establishment*☐ N/A☐ Required☐ Issued☐ Denied*Noise Permit*☐ N/A☐ Required☐ Issued☐ Denied*Dust Control Measures*☐ N/A☐ Required☐ Issued☐ Denied*Liquid Waste*☐ N/A☐ Required*Grease Containers*☐ N/A☐ Required*Chemical Toilets*☐ N/A☐ Required

Contact #

ADA

Trash Removal☐ N/A☐ Required

Company Name

Contact #

Number of food/drink vendors/dispensers at this event:

Comments: _____

Albuquerque Police Department

Southeast Area 800 Louisiana SE (505) 256-2050	Northeast Area 8201 Osuna NE (505) 823-4455	<div style="display: flex; justify-content: space-between;"><div>Area Commander, A.P.D. _____</div><div>Date _____</div></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"><input type="checkbox"/> Approved<input type="checkbox"/> Denied</div>
North Valley Area 5408 2 nd Street NW (505) 761-8800	Foot Hills Sub Station 12800 Lomas Blvd. NE (505) 332-5240	<div style="border: 1px solid black; padding: 5px;">Westside Area 5404 Los Volcanes NW (505) 831-4705</div>
<div>Comments: _____</div> <div>_____</div> <div>_____</div>		

Albuquerque Police Department/ Traffic (505) 857-8421

Traffic Commander 7520 Corona Ave. NE (N. of Paseo del Norte, off Wyoming) Albuquerque, NM 87122	<div style="display: flex; justify-content: space-between;"><div>Traffic Commander, A.P.D. _____</div><div>Date _____</div></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"><input type="checkbox"/> Approved<input type="checkbox"/> Denied</div>
<div>Comments: _____</div> <div>_____</div> <div>_____</div>	

Chiefs Overtime (505) 768-2380

400 Roma NW 3rd Floor Albuquerque, NM 87102	<div style="display: flex; justify-content: space-between;"><div>Chief's Overtime Coordinator _____</div><div>Date _____</div></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"><input type="checkbox"/> Approved<input type="checkbox"/> Denied</div>															
<table style="width: 100%;"><tr><td style="width: 20%;">Officer(s) _____</td><td style="width: 20%;">Cost p/hr \$ _____</td><td style="width: 20%;">Hours _____</td><td style="width: 20%;">= \$ _____</td><td style="width: 20%;"></td></tr><tr><td>Sergeant(s) _____</td><td>Cost p/hr \$ _____</td><td>Hours _____</td><td>= \$ _____</td><td></td></tr><tr><td>Lieutenant(s) _____</td><td>Cost p/hr \$ _____</td><td>Hours _____</td><td>= \$ _____</td><td>Total Cost \$ </td></tr></table> <div>Comments: _____</div> <div>_____</div> <div>_____</div>		Officer(s) _____	Cost p/hr \$ _____	Hours _____	= \$ _____		Sergeant(s) _____	Cost p/hr \$ _____	Hours _____	= \$ _____		Lieutenant(s) _____	Cost p/hr \$ _____	Hours _____	= \$ _____	Total Cost \$
Officer(s) _____	Cost p/hr \$ _____	Hours _____	= \$ _____													
Sergeant(s) _____	Cost p/hr \$ _____	Hours _____	= \$ _____													
Lieutenant(s) _____	Cost p/hr \$ _____	Hours _____	= \$ _____	Total Cost \$ 												

Albuquerque Police Department/ Chief's Office (505) 768-2200

Chief of Police 400 Roma NW, 5th Floor Albuquerque, NM 87102	<div style="display: flex; justify-content: space-between;"><div>Chief of Police, A.P.D. _____</div><div>Date _____</div></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"><input type="checkbox"/> Approved<input type="checkbox"/> Denied</div>
<div>Comments: _____</div> <div>_____</div> <div>_____</div>	

Treasury Division – Dept. of Finance & Administrative Services (505) 768-3457

400 Marquette NW
1st floor, Room 1080 B
Albuquerque, NM 87102

Treasury Representative Date

☐ Approved ☐ Denied

Special Dispenser's Permit(s) ☐ N/A ☐ Required ☐ Issued ☐ Denied
Temporary Business Registration(s) ☐ N/A ☐ Required ☐ Issued ☐ Denied
Annual Business Registration(s) ☐ N/A ☐ Required ☐ Issued ☐ Denied

Company Name: *Contact #*

Number of vendors at this event:

Comments: _____

Albuquerque Film Office (505) 768-3283

400 Marquette NW
3rd floor, Room 3047
Albuquerque, NM 87102

Film Liaison Date

☐ Approved ☐ Denied

**Must be approved and signed by the Film Liaison when filming impacts City services.
Production Company must supply Location Shooting Schedule to Film Liaison.**

Comments: _____

PART V. DECLARATION

I _____ do hereby declare that the enclosed scheduled event will be conducted in accordance with the requirements and recommendations made by the Community Events Committee. I understand that violations of ordinances or statutes will not be encouraged or permitted. I also understand that this permit, if approved, may be revoked by any member of the Community Events Committee, Albuquerque Police Department, or Fire Department, if in their opinion, any of the following occur: the event becomes a public nuisance; violations of statutes or ordinances are committed by any participant; any of the recommendations herein referred to as the "EVENT PERMIT" are not met.

I understand that any significant changes (date, time, location, logistics, and the like) to the event after the date it was reviewed by the Community Events Committee will require that I re-submit the "Event Permit" to the Committee members and/or obtain approval of the changes from the respective departments. Additionally, I understand that the City of Albuquerque, Community Events Committee will not be held responsible for changes made by the event organizer or participating entities prior to, or during, the event.

Signature of Applicant

Date

☐ PART VI. EVENT APPLICATION SIGNATURE REQUIREMENT

**This portion must have signatures if businesses or residential traffic is interrupted or blocked.*

We, the undersigned live or do business on the street(s) proposed to be closed and have been informed in regards to the closure.

Signature

Address

Phone(s)
